



**Town of Arlington, Massachusetts**  
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## **Library Trustee Minutes 8/20/13**

Meeting of the Board of Library Trustees

Wednesday, August 20, 2013

### **Call To Order**

Chairman Katherine Fennelly called the meeting to order at 7:20. In attendance were trustees Joyce Radochia, Barbara Muldoon, Frank Murphy, and Adam Delmolino. Diane Gordon and Heather Calvin were absent. Also in attendance: library director Ryan Livergood and assistant director Andrea Nicolay.

### **Approval of Minutes**

Motion to approve (Adam Delmolino). Corrections: "Joyce Radochia and Barbara Muldoon conferred and came up with a slate" (re: elections). Simplify section re: new trust fund liaison. Frank Murphy seconded, pending corrections.

### **Communications**

Two thank-you notes from Children's Staff (Pam and Laura) for professional development opportunity.

### **Community Time**

No Members present.

### **Director's Report**

Very busy summer, lots of hiring. Update on bookkeeper hiring process. Ryan explained Karen Burke will come on Tuesdays and Fridays to help with billing/payroll while the hiring process continues. Discussion ensued re: parting gift from Trustees to Ellen Porretta. Decided: \$150 gift certificate to Mahoney's, which Mr. Murphy will present at the party on Friday. Ryan described the RFID project at Fox. Mr. Murphy suggested creating a letter for Capital Planning Committee describing what will happen at Fox. Ryan pointed out that getting RFID is becoming more of a necessity due to increased circulation.

### **Town Day Booth**

September 21 is Town Day, 9:00 am to 3:30 pm. Ms. Fennelly volunteered for 9:00-11:00, Ms. Radochia for 11:00-1:00, Mr. Delmolino for 1:00-3:00. Ryan wants to bring staff out to the booth, and Trustees support this idea. Wall update: landscaping on the wall will be done in the Spring.

### **Approval of FY 2014 Trustee Goals**

Decision was made to wait until after the Strategic Plan is in place to revise/reinvent the Trustee Goals. Maybe Ms. Gordon is a good candidate to revise—she will be liaison to the Strategic Plan. Addition suggested for Trustee Goals to add language about supporting the Foundation.

### **Approval of FY 2014 Administration Goals**

This document has been updated, but will continue to be revised as the Strategic Plan goes forward. Ryan mentioned that Arlington has a new Energy Manager, Ruthy Bennett, and she is leading the initiative to make the library more energy efficient.

Board asked about untethering the computers, and Ryan explained the decision. Mr. Delmolino asked about whether the library is considering tablets, and Ryan confirmed that we are looking at that for the future. Mr. Murphy asked about wifi connectivity in the library, and Ryan confirmed that it was recently upgraded (Friends funding). Trustees will wait until September meeting to approve the FY 2014 Administration Goals, and Ryan will highlight the changes and send them out.

### **Report of FY 2013 Russell Fund Expenditures and Initial Discussion of FY 2014 Russell Fund Allocations**

Trustees reviewed the requests. Ms. Muldoon will take care of the Russell Fund accounts for September. Ellen or Ryan can calculate how much has been spent this summer already.

## Report of FY 2013 Trust Fund Expenditures and Initial Discussion of FY 2014 Allocations

Trustees reviewed the requests. Ryan made note of Special Fund request for \$1K from the Barry fund to co-sponsor the Philharmonic concert. Ms. Fennelly will ask John Worden about using funds. Mr. Murphy will go through John Worden transmittals, and determine when we can have access to the trust fund money. Discussion ensued. Ms. Fennelly will review the Worden transmittals to see what's what before she contacts John Worden. Typo correction from Ryan: last column on each page of Trust Fund requests should say "Requests" not "Available."

### Schedule of Sunday Openings

We have \$16,052. We have a little over \$32K for Sundays. We are short \$8K to fund Oct-May. Banners; thermometer for the lobby was discussed. Ryan mentioned that we have 80% and asked whether Trustees would vote to fund. Board's preference is to wait until after September so there's time to send out a plea to the Arlington list, and to post something at the Town Day booth. Ms. Fennelly recommends sending a letter to the Town Manager in October so he can be thinking about Sundays for the December budget proposal.

### FY 2014 Russell Fund Report

Ryan wants to get together with Coordinator Karen Dillon to go over the report before presenting it to the Board.

### Strategic Planning Status Report

Stephen Spohn came and met with Ryan, Andrea, and some staff. Ryan will finalize timeline with Mr. Spohn soon.

### Initial Review of Policy: Collection Development

Italics are where changes were made. Andrea will provide summary document to the Board to clarify the changes.

### Foundation Update

At a recent Foundation meeting Richard Duffy presented on named funds; talked about what different libraries are doing re: level to "get in the door." Ryan has Pow erpoint slides that can be shared. The Duffy Fund has been established, and the Foundation has a bank account. Attorney General approval is still pending.

### Friends Update

Friends granted all library staff fund requests for FY 14 (hooray). Mr. Murphy suggested that attending the Joint Friends of the Libraries of MA meeting in October would be beneficial.

### Unanticipated Items

No unanticipated items.

### Date of Next Meeting

Monday, September 16, 2013, 7:15 pm.

### Adjournment

9:20 pm (Frank Murphy/Joyce Radochia)

### Materials Distributed

- Meeting agenda
- June 2013 meeting minutes
- Summer 2013 Director's Report
- Board of Trustees Goals and Objectives FY 2014
- Robbins Library FY 2014 Goals and Objectives
- Russell Fund Draft proposal for FY 2014
- Russell Fund FY 2013 report
- Trust fund request spreadsheet for FY 2014
- July 2013 Circulation statistics
- Overdrive Activity report